

Charity No. 296940
Website: www.cufos.org.uk



CUFOS

Top of the Avenue N10 2QE

Office Use Only

Date rcvd: _____

Deposit: _____

Hire: _____

Total: _____

BOOKING FORM FOR PARTIES AND SPECIAL EVENTS

Person(s) Responsible for This Booking:

Name(s) _____

Address _____

Telephone number(s) _____

Email address _____

Event Information:

Date of party/event: _____ Time: *From* _____ *To* _____

What is the function? _____

Average age of guests (if under 25)? _____ (Please also read and sign clause on page 2)

Which room(s) is/are required? Booking Hall (75 sq m) Waiting Room (25 sq m)
(Vinyl floor) (Carpeted - **no food or drink**)

Will there be music? Live Disco Tape/CD

Payment:

Children's parties before 6 pm: Booking Hall £40/hr + £60 returnable deposit; Waiting Room £25/hr.
All other parties: Booking Hall £65/hr + £150 deposit; Waiting Room £40/hr. *For information regarding payment via BACS and processing your deposit refund, see reverse side of this form.*

Deposit (£60 children's parties before 6 pm; £150 all others) £ _____

Booking Hall: No. of hours _____ @ £ _____ per hour £ _____

Waiting Room: No. of hours _____ @ £ _____ per hour £ _____

TOTAL £ _____

I enclose my cheque made out to CUFOS.

I have transferred payment to the CUFOS account on _____ (date)

The reference used for this transfer is: _____.

I/We have read the CUFOS Hiring Conditions and Fire Regulations and agree to abide by them.

Signatures(s) _____

Print name of responsible person _____
present throughout the party or event _____

Date _____

Please return to: Elin Murphy, 9 Winton Avenue, London N11 2AS

Also include one signed copy of the fire regulations with this form. Full deposit and hiring fee must be paid within one month after the date is booked, or at once if the event is within fewer than 30 days; see Hiring Conditions and Essential Information. Indicate above whether you are paying via cheque or BACS.

Please see the reverse side of this form regarding your deposit refund and cleaning up after your party.

Child Safeguarding (Please sign)

I understand that the safeguarding of children and vulnerable young adults attending my event is my personal responsibility.

Adult Responsibility (For any event with teenagers)

I confirm that I and at least one other adult will be present throughout the event.

CUFOS Payment Options

Via Cheque: Make out your cheque to CUFOS and return it with this form plus one signed copy of the fire regulations.

Via BACS: You may pay (in full) via bank transfer to the following account:

sort code: 72 00 05

account number: 71325904

Please indicate on the booking form what date you made your payment and what reference you used in making the payment (e.g., 'Smith party 1 January 2017').

Please inform us via email when you have made payment by bank transfer – notify bookings@cufos.org.uk as well as treasurer@cufos.org.uk.

Please note that your booking is not considered complete until both the booking form and the signed fire regulations are received along with your payment or advice of payment.

Deposit Refund

Please note that you will receive your refund faster if it is processed via BACS; therefore, please provide the following information:

Sort code: _____

Account number: _____

Conditions of Your Refund / Cleaning Up

Please note that CUFOS is run by volunteers; there is no caretaker to look after the building, nor do cleaners come in every day or between parties. Therefore, *hirers are expected to leave the premises clean and tidy*. If this is not done, all or part of the deposit will be retained to cover the cost of cleaning or damage. The amount of the deposit retained is within the discretion of the Management Committee; see Hiring Conditions and Essential Information.

CUFOS Fire Regulations

These are our fire safety regulations. You should be aware of these as you are the responsible person throughout your booking and it is up to you to ensure that they are observed. When you have read and understood these regulations please sign and date both copies, then **return one copy to Elin Murphy** and retain the other for your information.

1. **External fire doors (double doors in Booking Hall and side entrance) must remain unlocked**, with no obstructions, while the building is in use. The keys for the main fire doors are on the key ring you will be given.
2. **There are three fire exits:** from the Booking Hall, the side entrance, and the Waiting Room. **Do not block these fire exits.** This includes *no parking on the yellow lines in front of the Booking Hall's double doors.*
3. **The entrance lobby must be kept clear at all times** to allow a clear escape route to the outside. Do not store unused furniture or buggies here.
4. **A list or register of all persons present while your party or event is taking place** must be made on entry and held by a responsible person. This is to ensure that in case of emergency evacuation, all are accounted for.
5. **Alexandra Park Security Control** must be advised whenever emergency services are called to the building. APSC's number is 020 8365 4308.
6. **No smoking** inside the building.
7. **No fireworks or smoke-making machines** are allowed inside the building or on the patio.
8. **Candles** are only allowed on birthday cakes – please dispose of matches safely.
9. The **fire-fighting equipment** is only to be used for that purpose.
10. **The fire alarm system** is very sensitive and effective and is connected directly to the fire station. Once it has been set off a fire engine will automatically be sent to CUFOS. False alarms may attract an additional charge.
IF THE FIRE ALARM SOUNDS, EVERYONE MUST LEAVE THE BUILDING IMMEDIATELY.
11. In the event the building must be evacuated, the **Safe Assembly Area** outside the building is on the footpath at the bottom of the Palace steps, next to the Park railings. Be aware of the possible need for assistance for the elderly, people with disabilities and children. Ensure no one returns to the building until you are told it is safe.

I have read and agree to abide by these conditions:

Signature..... Date

Name in Block Capitals.....

Please return ONE copy with your booking form to: -
Elin Murphy 9 Winton Avenue London N11 2AS



CUFOS

TOP OF THE AVENUE N10 2QE

Charity No. 296940

www.cufos.org.uk

TERMS AND CONDITIONS OF HIRE FOR PARTIES AND SPECIAL EVENTS

CUFOS is a Community Centre and Charity run by unpaid local volunteers. The Booking Hall and Waiting Room are available for hire separately to members of the community (groups or individuals).

It is the responsibility of the Hirer (named on the Booking Form) to leave the building clean and tidy. If CUFOS is not left in a clean or satisfactory state after use, then the Hirer's deposit will be withheld, in part or in full (at the complete discretion of the CUFOS Management Committee).

If CUFOS or any of its contents are damaged and the deposit retained is insufficient to cover this, then, at the discretion of the Committee, legal action may be taken to recover the costs.

CUFOS also requires hirers to respect our neighbours in the area and not subject them to unreasonable noise or disturbances.

CONDITIONS OF HIRE:

1. All bookings are accepted at the absolute discretion of the Committee. The Committee reserves the right to refuse, cancel or terminate any booking, if it is considered in the interest of CUFOS or the wider community. The decision of the Committee is final.
2. **Forms and payment:** A booking form must be completed, signed, and returned with payment or payment information (if paid via BACS), *along with a copy of the fire regulations signed by the hirer. Payment must include the full deposit and hiring fee.* This must be done within one month of making the booking – or immediately if the party or event is within fewer than 30 days.
Failure to comply may result in the loss of the Hirer's booking.
3. **Cancellations:** Paid bookings cancelled more than a month prior to the party or event will incur no fee, and a full refund will be issued. Hirers who cancel two to four weeks before the event will be charged a cancellation fee of one-half the amount paid for the booking. Those who cancel less than a week before the date may be charged the full hire charge.
4. **Fire Regulations:** The CUFOS Fire Regulations must be read, understood, and signed before a booking will be completed. The signed copy of the Regulations must be returned with the Booking Form.
5. **Alcohol and smoking:** The building is not licensed for the sale of alcohol. It is a non-smoking building.
6. **Timing:** All bookings must begin and end at the time stated on the booking form.
7. **Room(s) booked:** Hirers of one room may use the kitchen and toilets but not the other room, unless they have paid for the use of both rooms in advance.
No food or drink is allowed in the Waiting Room.
8. **Decorations:** Hirers **must NOT use sticky tape on any walls or attach balloons or decorations to fans or lights.** *Note:* Sticky tape damages walls and woodwork, which incurs extra cleaning costs. Blu tack may be used but **MUST** be removed afterwards.
9. **Who is responsible:** The Hirer is responsible for stewarding events and for the personal safety of people they invite to attend. This should be considered when you are planning activities for your event. ***The Hirer MUST be present throughout the event and must ensure the security of the building.***

- 9A. **Note:** For any party involving teenagers, at least two adults must be present at all times. If it is subsequently found that there has been no adult supervision, the deposit will be forfeited.
10. **Injury or damage:** CUFOS does not accept responsibility for personal injury or for any losses or damage to property belonging to user groups or individuals using the building.
11. **Child safeguarding:** The hirer is responsible for safeguarding of children and vulnerable young adults while the party or event is taking place.
12. **Noise:** CUFOS is located in a residential area, with several private residences very near the building. Therefore, the rights of our neighbours must be respected, as follows:
- No loudspeakers, radios, etc., are to be used in the playground.
 - If music is being played in the building, doors should be kept closed to ensure minimal disturbance to neighbours.
 - No music to be played after 11 pm.
- If failure to comply results in complaints from neighbours about noise, the Hirer's deposit will not be refunded and the Hirer may be barred from booking future events at CUFOS.
13. **Thermostat:** Hirers may adjust the thermostat in the Booking Hall but must return it to its original setting before leaving the building.
14. **Timeliness and cleaning up:** It is the Hirer's responsibility to make sure that they have left enough time at the end of the booking to clear up and leave CUFOS clean and tidy for the next user.
- Furniture taken from the shed *must* be put back.
 - Furniture left in the Booking Hall must be stacked neatly along the walls. ***Do not leave furniture in front of cupboards or doors.***
 - Folding chairs should be stacked neatly on the trolley according to the picture on the wall in the corner where the trolley is kept.
 - Hirers are expected to clear all rubbish and leave the premises (including the playground) in a clean condition. ***This includes sweeping/mopping floors if and where necessary.***
 - ***Hirers must bring their own tea towels and rubbish bags and must take their rubbish away with them.*** (Note: The bins in the playground are for the use of our weekday groups and cannot be filled with rubbish from parties. Also, rubbish must NOT be left on the pavement near the park or by the blue recycling containers. It is essential that you take your rubbish away with you.)
15. **Final check:** Before leaving the building, it is the Hirer's responsibility to check that floors and all toilets have been left clean, that furniture has been put away properly, and that all decorations have been removed. The Hirer must also ensure that all lights have been switched off and that all windows and doors are secure, as well as the side gate.

**NB If you have not heard from a duty officer
regarding key collection by two days before your event,
then telephone Elin Murphy on 07791 648885**

IF YOU HAVE ANY PROBLEMS, PLEASE CONTACT THE DUTY OFFICER
(contact details are on the back of the key tag)
or see Committee phone numbers on the notice board next to the side door entrance.